

FY 2025 Request for Buy-Back of Vacation Days

AFSCME (page 11) CSEA (page 25) Department Head (page 9)

(Please Circle One)

Date: _____

Name: _____

Number of Days: _____

Employee Signature: _____

Department Head Approval: _____

Please note: Department heads must provide this form to the Director of Personnel and Civil Service by September 1st, 2024 or the request will not be included in the FY 2025 budget.

Director of Personnel Date Received: _____

Director of Personnel Approval: _____

Director of Finance Approval: _____

FY 2025 Line Item: _____

FY 2025 Amount: _____